

Idaho State Historical Society
Financial Services
Quarterly Report
April - June 2003

Overview:

Ongoing - Continue database of projected expenditures as purchase request forms are received. Process expenditure vouchers, receipt transactions and maintain control of appropriation and cash balances. Prepare management reports for review by administrators, Director and Trustees. Process payroll and personnel transactions. Facilitate personnel proceedings and maintain records. Maintain publications inventory. Bill for agency services and sales.

In addition to our routine monthly activities the fiscal office:

April:

1. Distribute all employee evaluations received to Human Resources.
2. Prepare final NHPRC grant report.
3. Process Cary Act financial request.
4. Provide Old Pen dedicated salary information to Milan for planning
5. Prepare final IHC (Alexander Moses), financial report.
6. Applied for the last available receipts of the first installment of the SHPO FY03 grant.
7. Prepare guide for understanding the agency financial report.

May:

1. Follow up on rent due from Botanical Gardens.
2. Jeanne processed health insurance and flexible spending plan updates.
3. The additional 2% Governor's hold-back was not instituted however we were asked to provide a reversion plan. Much to the dismay of our DFM analyst my best guess in May was between \$200 and \$300.
4. Provided the guide for understanding the agency financial report for Chris to post on intranet for staff use.
5. Completed final CLG Workshop transactions.
6. Posted negative supplemental entry for 3.5% reduction approved by the legislature and the \$50,000 dedicated supplemental granted by the legislature for the expenditure of anticipated State Parks appropriation transfer..
7. Prepared the NPS Challenge Cost Share application.

June:

1. Start submitting year-end-close reports to State Controller's Office.
2. Adjust FY03 budget appropriation as necessary for final payments for FY03.
3. Submit FY05 Permanent Building Fund preliminary

- request and forms to DPW.
4. Prepare final revisions to FY04 reporting structure to State Controller's Office.
 5. Reclass Administrative Assistant 2 to Managerial Assistant 2 and update salary for that position.
 6. Received final Legislative Audit Report.
 7. Lease on Owyhee Plaza administrative office renewed.
 8. Teresa conducted research on Risk Management position on insurance coverage on use of privately owned vehicles and distributed clarifying memo to all agency staff.
 9. Submitted "Early Reversion" of FY03 appropriation, by June 18th, through STARS accounting system as required by Division of Financial Management for a revised commitment of \$2,000. (Program 01-salaries, \$98.06; Program 04-salaries, \$24.39; Program 01-operating funds, \$1,308.93; and program 04-operating funds, \$568.62). In addition, on June 30th we had a balance of general fund, program 01, operating funds of \$7.84 and program 04, operating funds of 18.97, making our combined contribution by delaying payment on utility bills till the new fiscal year \$2,026.81 enabling the State through our efforts and the contributions from other state agencies to end up with a \$20,000,000 surplus for FY03.

Note: Our reversion for FY02 was a total of \$88.51, but we paid all invoices received through the end of the fiscal year. The \$88.51 calculated to 38,483 paper clips for FY02. Discounting any inflation factor, our contribution for FY03 would equate to 881,231 paperclips.

Projects Underway:

1. Final submission of FY 05 Permanent Building Fund to Board of Education using Board of Education format, and Department of Public Works, using DPW format.
2. Submit FY05 Operating Budget to Board of Education, Division of Financial Management and Legislative Budget Office.
3. Revise monthly reports for FY04 data.
4. Complete FY03 year-end reports to Controller's Office.
5. Update grant and special project reports and request grant funds.
6. Prepare indirect cost report based of FY03.

Personnel:

No change in Fiscal Office personnel.

Gifts and Donations:

No gifts or donations to the Fiscal Office.

Programs Presented:

No programs to the public presented by Financial Services staff.

Calendar of Events:

Not Applicable.

Number of patrons or visitors:

Not Applicable.

Submitted by:

V. L. Huntsinger

Thank you.